

Fall 2010 Internship Congresswoman Tammy Baldwin

Madison District Office (WI-02)



**Due:
August 9**

Duties Include:

- Assisting in constituent outreach
- Assisting in constituent casework
- Drafting communications
- Compiling media clips
- Various daily office duties
- Working closely with offices in DC and Beloit

Qualifications:

- Excellent written and verbal communication skills
- Initiative to work well independently and with others
- Basic computer literacy
- General interest in politics and constituent service
- Available to work at least 10 hours a week

Political background not required

To apply:

Please send a **cover letter, resume, and expected availability** for the fall 2010 semester to:

Keith Nevitt, Staff Assistant
Email: keith.nevitt@mail.house.gov
Phone: (608) 258-9800
<http://tammybaldwin.house.gov/>